



INDY PARKS 2013 RENTAL FACILITY POLICIES

Payment

- ◆ 50% of total contract amount is required to reserve the facility for your event.
- ◆ Balance is due 60 days prior to your event.
- ◆ *If reservation is made less than 60 days before the event, 100% of payment is due at booking.*

Refund Policy

- ◆ No refund on rental time booked but not used.
- ◆ Cancellation 60 or more days prior to event: Full refund minus a \$20 cancellation fee.
- ◆ Cancellation less than 60 days prior to event: **No Refund.**

*Please give refunds 6-8 weeks to be processed.

Reservation Hours

- ◆ 9:00am to 12:00 am
Friday, Saturday, Sunday
- ◆ 9:00am to 10pm
Monday-Thursday

Fees and Charges

Post Road

Facility	Weekday (M-TH)	Weekend (F-S-S)
Dining Room	\$75/hr	\$175/hr
Ball Room	\$75/hr	\$150/hr
Fireplace Room	\$50/hr	\$75/hr
Community Room	\$20/hr	\$40/hr

Shelters

Post Rd.	Resident	Non-Resident
Paul Ruster #1	Resident	Non-Resident
Paul Ruster #2	Resident \$100 all day	Non-Resident \$120 all day

**All rentals must be for a minimum of 3 hours, including set-up/decorating and clean up/tear down.*

***With a minimum of 6 hours rental time, client may have two additional free hours for decorating during business hours the preceding day.*

****Weekend rates apply for holidays.*

Tables and Chairs

- ◆ Tables and chairs are included with your reservation. You must provide your own table linens and decorations.
- ◆ Post Road has 8' long banquet tables and 5' round tables available on a first come, first served basis.

*For the comfort and safety of ALL our clients, please ask your guests to stay within the rental area. Children should be supervised at all times and are not allowed to play in other rooms or in the halls.

Deliveries

- ◆ Any deliveries to the facility (such as floral, party supplies, equipment, cakes, and entertainment) must be scheduled within your reserved time.

Food

- ◆ You are required to use a caterer from our "Preferred Caterers" list if serving over 80 guests at all facilities.

DJs, Bands, Musicians

- ◆ No profanity or sexually explicit lyrics.
- ◆ Volume should not be heard outside of event space with doors closed.

Responsible Representative

- ◆ Person signing the contract is responsible for any damage to the facility and its grounds.
- ◆ Representative is responsible for behavior and control of guests. All guests must abide by Park Rules.
- ◆ Representative must be the last to leave in order to complete inspection of the facility with staff.

*All Indy Parks facilities are smoke free

Alcohol Policy

- ◆ By state law, hard liquor must be provided & served by a licensed caterer.
- ◆ Client may purchase from the state a temporary Beer/Wine permit & bartenders permit to serve beer and/or wine.

Event Decorations And Signage

- ◆ No confetti, glitter, sprinkles, or sand may be used inside or outside.
- ◆ Tablecloths are required on all tables during event.
- ◆ All candles must be enclosed, unless on a birthday cake.
- ◆ Nothing can be attached to doors, walls, or windows in any room.
- ◆ All helium balloons must be tied/weighted down and removed from the building during clean up time.
- ◆ All decorations must be removed at the conclusion of the event.
- ◆ Clean-up and final walk-through must be completed by the end of the rental period.
- ◆ If an outdoor sign is desired, please use a self-standing one. *Do not affix signs on trees or any other Park property.*

Post Rd. Community Center and Banquet Hall

1313 S. Post Rd.

Indianapolis, IN 46239

327.0143